

Subcommittee for Review of Contracts and Budget of the Office of the Director

Members Present

Dr. Robert Hickey, Chairman
Mrs. Rose Kushner
Dr. Henry Pitot
Dr. William Powers
Mr. Sheldon Samuels

Members Absent

Dr. Gale Katterhagen
Dr. Janet Rowley
Dr. Gerald Wogan

Dr. Hickey opened the meeting by reading the conflict of interest statement, after which he introduced Dr. Jane Henney, who gave some introductory remarks on behalf of the Director.

The Subcommittee was given an overview of the Office of the Director which included:

- Organization of the Office of the Director
- Contract Review Process
- Budget Review

The Subcommittee requested additional analysis of funds to support the Frederick Cancer Research Facility within the Office of the Director. This will be provided at the May meetings.

The subcommittee was requested to concept review seven (7) contracts. All contracts were conceptually approved for award. The contracts approved were as follows:

<u>Area</u>	<u>Presenter</u>	<u>Title</u>
Office of Program Planning and Analysis	Mrs. Barbara Murray	Support services for the Office of the Director, NCI
Office of Cancer Communications	Dr. Robert Hadsell	Technical Writing, Publica- tion Distribution and tele- phone answering services in response to cancer related inquiries
International Cancer Research Data Bank	Dr. Hortencia Hornbeak	Current Cancer Research Project Analysis Center (CCRESPAC)

International Cancer
Research Data Bank

Dr. Hortencia Hornbeak	Preparation and updating of Clinical Protocol Sum- maries
Dr. Hortencia Hornbeak	Document printing, dissem- ination and announcement services
Dr. Robert Omata	International Scientist- to-Scientist program

Division of Extramural
Activities

Dr. William Walter	Analytical services in support of the Division of Extramural Activities of the NCI
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The subcommittee was given an update of actions that have been taken on those contracts concept reviewed on May 18, 1981.

There being no further business to conduct, Dr. Hickey thanked the subcommittee and NCI staff and adjourned the meeting. The date of the next meeting is tentatively set for May 1982.